

**Superior Court of California
County of Yolo**

Job Announcement

Referee

Recruitment #06-08

Salary: \$10,046/month

CLOSING DATE: July 28, 2006

Job Definition

Under general direction of the presiding judge and the Court Executive Officer, this professional level position performs various quasi-judicial functions as conferred by the court, making dispositions on cases, subject to review by the presiding judge or designee. This classification is unrepresented and at-will.

The Referee will perform quasi-judicial functions to include traffic, unlawful detainers, small claims and other duties as assigned. Additional duties may be expanded to include juvenile cases, probate, and conservatorships, as necessary.

Essential Functions (Core Competencies)

- Hear, evaluate, and make disposition on cases involving certain violations of State codes and a variety of County, City, and local ordinances, subject to review by the presiding judge
- Review court files, documents and related materials to assess cases prior to and following hearings
- Prepare court documents; record, report, prepare correspondence, and other written materials pertaining to case findings
- Hold pre-hearing conferences for the settlement or simplification of issues
- Impose penalties such as fines and suspension of driver's license within the limits of State law
- Responsible for interpreting, enforcing, and carrying out current State, County, City, and local laws, subject to review of the presiding judge
- Research specified legal issues
- Other duties as assigned

Some positions may require the performance of other duties depending upon work location, assignment, or shift.

The ideal job applicant will possess all of the knowledge, skills, and abilities (KSAs) listed below. Reasonable accommodation requests will be considered during pre-employment testing period and after employment when requested, medically documented, and determined by the court to be appropriate under applicable law.

Knowledge, Skills, and Abilities – The successful applicant will possess the following (KSAs):

Knowledge:

- Knowledge of legal principles and precedents and courtroom procedures
- Knowledge of traffic procedures and juvenile law

Skills and Abilities:

- Demonstrate respect, patience and tolerance for litigants, witnesses and their attorneys
- Maintain personal decorum, an orderly courtroom, and an exceptional level of integrity
- Ability to expedite a large volume of cases with sound judgment and diplomacy
- Maintain good working relationships with staff, judicial officers and the Executive Office

Educational and Work Experience Requirements

Education: Completion of a law degree from an accredited law school

Experience: Ten years of legal practice with a background in the trial court system

Certificate: Membership in the State Bar of California for a minimum of ten years

Driver's License: Possession of a valid California driver's license may be required for some positions

Physical Requirements and Work Environment

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use dexterity and coordination utilizing hands to finger, handle or feel objects, use a computer keyboard, view a computer monitor, handle files, single pieces of paper, stacks of papers, and reference and other materials; reach with hands and arms; and stoop and kneel. Hearing and speaking are needed to listen effectively and to talk with individuals in person and by phone. Specific vision abilities required by this job include close vision, distance vision; color vision, peripheral vision, depth perception, and the ability of adjust focus.

The employee is frequently required to sit, stand, and move from place to place within the office. The employee is occasionally required to lift and/or move objects weighing up to 25 pounds and reach for items above and below desk level. Lifting of objects weighing in excess of 25 pounds will require team lifting. The employee may occasionally be required to drive to and from meeting locations. The noise and traffic level in the work environment are similar to a busy business office. Normal business hours: 8:00 a.m. to 5:00 p.m., Monday through Friday. This position is FLSA exempt.

Recruitment Process

To be considered for this position, job applicants are required to submit a resume, cover letter, and supplemental application. A resume screening committee and/or the HR Manager will review the resumes, cover letters and supplemental applications. A panel of subject-matter-experts will conduct a structured oral interview for the most qualified candidates that meet the minimum requirements. The panel will review and assess the degree to which each applicant demonstrates the required knowledge, skills, and abilities.

The Court may require a drug screen and pre-employment physical after an offer of employment is extended. Reference and background checks are required.

Information about the Court is available on the Court's Web site, www.yolo.courts.ca.gov. Application materials may be mailed or delivered to the Court **and must be received** by 5:00pm on the final filing date. You may fax your application materials to (530) 406-6883 or e-mail to mjakober@yolo.courts.ca.gov by 5:00pm on the final Filing date, however, the originals must be mailed to P.O. Box 1290, Woodland, CA 95776.

For more information, please contact Miranda Jakober, HR Manager, at 530-406-6880.

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County of Yolo
Supplemental Application
Referee

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Please provide responses to the questions listed below. Limit your responses to one page per question.

1. Provide a brief overview of your experience and training that qualifies you for this position. Please include in your application materials the following:
 - a. State Bar number
 - b. Year admitted to practice in CA
 - c. Number of consecutive years of practice in California
2. Describe your experience, if any, sitting as a mediator, arbitrator, or pro tem judge.
3. Based on your professional experience and background, please describe why you would be successful in this position.
4. Please indicate how you became aware of this job opportunity:
 - ☐ Administrative Office of the Courts (AOC)
 - ☐ www.whohascourtjobs.com
 - ☐ Yolo County Bar Association
 - ☐ Sacramento County Bar Association
 - ☐ Solano County Bar Association
 - ☐ Sacramento Bee
 - ☐ Sacramento Daily Recorder
 - ☐ San Francisco Daily Journal
 - ☐ Other: _____